



DC Department of Employment Services
Workforce Development Bureau

2020 Intermediary Initiative – Software Engineer
Request for Applications (RFA)

RFA No.: DOES-Workforce Intermediate Initiatives 2020-SE

RFA Release Date:
January 15, 2020

Pre-Application Conference

Department of Employment Services
4058 Minnesota Avenue NE
Washington, DC 20019

Date: January 30, 2020
Time: 1:00pm to 2:00 p.m.
Attendance is highly encouraged.

Please confirm attendance at: ogagrants@dc.gov

Applicant must submit Letter of Intent to apply no later than
February 5, 2020 at 5:00 PM via Grants Management System

Application Submission Deadline:
February 14, 2020 by 5:00 p.m. EST

*Applications shall be submitted electronically through the Grants Management Portal, click
here: [Grants Management System](#)*

PAPER, LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

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Section A: Funding Opportunity Description

Background

The District of Columbia Department of Employment Services' (DOES) mission is to connect District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities. DOES prepares District residents for the workforce and connects them to employment opportunities. DOES is dedicated to educating participants about workforce readiness, high-growth industry, career exploration, and academic enrichment through experiential, hands-on programs. DOES is committed to delivering services to District residents who are underemployed or unemployed as well as work readiness training to prepare them for the expectations of the workplace.

DOES seeks to foster economic development and growth in the District of Columbia by providing workforce development services, bringing together employers and job seekers, compensating eligible unemployed and injured workers, and promoting safe and healthy workplaces.

The development of new program offerings can be difficult to accomplish when solely leveraging WIOA formula funding, thus DOES is making available local funds to allow for program development. The descriptions listed below details the services required for this grant opportunity. Preference will be given to grant applicant that connect to and leverage existing initiatives and the framework of the DC WIOA State Plan and the WIOA statute, as referenced in each respective grant description.

Scope

DOES is seeking grant applications for high quality, structured, and innovative workforce development programs as a part of the Workforce Development Bureau Intermediate Initiatives. In order to expand innovative programming and meet the demands of District residents, the District anticipates awarding at least one grant award under this solicitation. Based upon availability of funding and grantee performance, DOES may exercise option years – not to exceed three years.

A successful application must contain the following components:

- **Innovative Programming**: The applicant must provide a description of programming that is innovative. This description must include a list of services provided, and how will be provided.
- **In-demand Jobs that lead to Self-Sufficiency**: The applicant must list the jobs and/or industries for which participants will be trained. The proposal must include an analysis of whether the job is in-demand and if the job will lead to a self-sufficient wage.
- **Sustainability**: The application must demonstrate that the key elements of the grant, as well as the partnerships established during the grant, will be sustained after grant funds cease.
- **Past Efforts**: Applications for grantees who have successfully provided re-entry services on behalf of the District previously should detail previous program outcomes and whether this initiative will expand upon past efforts.

Each application should include a program narrative. The application should include assurances that all WIOA regulations and data collection methods (federal, state, and local) will be adhered to. All participants enrolled under these grants will be subject to normal performance reporting. Additionally, all

awardee programming must be DOES branded and in accordance with DOES standards. All applications should be submitted via the Grant Management System by 5:00 pm on February 14, 2020.

Workforce Intermediary Initiatives – Software Engineer

DOES is requesting proposals for innovative ways to train adult DC residents in the Information Technology sector as they transition into the workforce, specifically to attain a credential in Software Engineering Technology. Program services in this sector area are to encompass **ALL** of the three (3) intermediate categories listed below:

(1) MEASURABLE SKILLS GAIN

A measurable skills gain is an academic, technical, occupational, or other form of progress made by a consumer in an education or training program that leads to a credential or employment. The measurable skill gains indicator is used to measure interim progress of participants who are enrolled in education or training services for a specified reporting period. Therefore, it is not an exit-based measure. Instead, it is intended to capture important progressions through pathways that offer different services based on program purposes and participant needs and can help fulfill the vision for a workforce system that serves a diverse set of individuals with a range of services tailored to individual needs and goals. The performance measure also shows who are achieving measurable skills gains on nationally recognized best practice pre- and post-test instruments.

The grantee shall provide a curriculum and a nationally recognized pre- and post-test assessment to demonstrate the participant's gains.

(2) CREDENTIAL ATTAINMENT

A credential is when a participant enrolls in an education or training program and attains a recognized postsecondary credential. A recognized postsecondary credential is defined as a credential consisting of an industry-recognized certificate or certification, a certificate of completion of an apprenticeship, a license recognized by the State involved or Federal government, or an associate or baccalaureate degree, as well as graduate degrees.

A recognized postsecondary credential is awarded in recognition of an individual's attainment of measurable technical or industry/occupational skills necessary to obtain employment or advance within an industry/occupation. These technical or industry/occupational skills generally are based on standards developed or endorsed by employers or industry associations. Neither certificates awarded by workforce development boards (WDBs), nor work readiness certificates, are included in this definition because neither type of certificate documents the measurable technical or industry/occupational skills necessary to gain employment or advance within an occupation. Likewise, such certificates must recognize technology or industry/occupational skills for the specific industry/occupation rather than general skills related to safety, hygiene, etc., even if such general skills certificates are broadly required to qualify for entry-level employment or advancement in employment. The grantee shall provide training that will lead to an industry recognized credential obtained by the participant.

Grantee must provide proof of documentation in the form of an *industry-recognized credential*.

(3) JOB PLACEMENT

Grantee shall perform a range of job development activities in order to successfully connect participants to unsubsidized jobs within 100 days of credential attainment (must be completed within the period of

performance). Unsubsidized employment must be work with earnings provided by an employer who does not receive a subsidy for the creation and maintenance of the employment position. Grantee must develop a placement and retention tracking method for unsubsidized jobs that incorporates a data collection system used to determine job retention at monthly intervals, working closely with the DOES case managers where participant intervention is required. Grantee must report documentation in the form of an employment verification form. .

General Requirements

- One week after the beginning of enrollment into the program, the grantee shall provide an initial assessment report documenting the capability of each participant's ability to comprehend the curriculum and complete the program.
- The grantee shall provide monthly progress reports documenting the progress as well as all attendance sheets documenting attendance of all participants enrolled in the program.
- At the end of the program, the grantee shall provide a program completion spreadsheet that documents all participants who have satisfied all requirements for the program.
- Where applicable, the grantee shall help facilitate the scheduling, registering and taking of all applicable certification/licensing exams which are applicable to the course being taught. The grantee shall provide a spreadsheet documenting all participants engaged in certification and licensing exams which should include status of pass or fail.
- The Grantee shall collect and report statistical information as requested by DOES, including individual-level data on enrollment, participant demographics, specific services provided, and participation in workshops and other program specific related activities.
- Grantees will be required to participate in ongoing monitoring and evaluation activities led by DOES designated evaluator. These may include site visits, surveys, interviews, focus groups, administrative records review, and other data collection and evaluation strategies.
- Collect data regarding contact with Limited English Proficient (LEP) and Non-English Proficient (NEP) participants and report this data to DOES Language Access Coordinator on a quarterly basis.
- Provide interpretation services and translation of vital documents to LEP/NEP customers. All translated materials must have DOES brand and be reported to DOES' Language Access Coordinator on a quarterly basis.
- Incorporate the provided DOES logos, taglines, identifiers and/or other branding on all products, programs, activities, services, resources and related property and materials funded by DOES.
- Attend and comply with all DOES meetings, onboarding trainings, and meetings held by the Office of Grants Administration and Resource Allocation.

Source of Grant Funding

The funds are made available through District of Columbia appropriations. Funding for grant awards is contingent on availability of funds. This RFA does not commit DOES to make a grant award. DOES

maintains the right to adjust the number of grant awards and grant award amounts based on funding availability and quality of the submissions. Grant funds shall only be used to support activities specifically outlined in the scope of this RFA and included in the Applicant's submission.

Anticipated Number of Awards

DOES intends to grant at least one award. DOES, however reserves the right to make additional awards or no awards pending availability of funds and quality of submissions.

Total Amount of Funding to be Awarded

The total amount of funding DOES anticipates to be available for award is *\$150,000*. The responses to this RFA must be reasonable and appropriate based on the information provided within this RFA.

Period of Performance

The "2020 Workforce Intermediate Initiatives – Software Engineer" grant will operate for one year from the date of award.

Location Requirements

For the purpose of this RFA, all Applicants must provide services in the District of Columbia and be eligible to conduct business with the Government of the District of Columbia. Each applicant must provide legal proof of ownership or occupancy.

Grant Making Authority

DOES maintains the right to issue grant awards via the "Workforce Job Development Grant-Making Authority Act of 2012." DOES also maintains the right to adjust the number of grant awards and grant award amounts based on funding availability and the quality of submissions. Funding for the award is contingent on availability of funds. The following are the DOES rights and responsibilities:

- DOES reserve the right to accept or deny any or all applications if the Agency determines it are in the best interest of the Agency to do so. The Agency shall notify the applicant if it rejects that applicant's proposal. The Agency may suspend or terminate an outstanding RFA pursuant to its own grant making authority or any applicable federal regulation or requirement.
- DOES reserve the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
- DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
- DOES may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended.

DOES may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.

- DOES may use past performance data in determining an award, if an applicant was awarded a previous grant by DOES.

Section B: General Provisions

Eligibility Information - Applicants

Applications must meet all applicable eligibility requirements listed in this RFA. Applications that do not meet the eligibility requirements will be considered unresponsive and will not be considered for funding under this RFA.

If you currently have an Intermediary Initiative Grant award, your organization can not apply for this solicitation.

Organizations that are eligible to apply for this grant include public and private non-profits and for-profit organizations with demonstrated effectiveness providing the requested services and meeting the needs of the target population, including:

- Non-profit, community, or faith-based organizations;
- Community colleges or other postsecondary institutions;
- Public, charter, or alternative secondary schools;
- Trade associations or chambers of commerce;
- Private, for-profit service providers; or
- Labor unions, labor-management partnerships, or registered apprenticeship programs.

Applicants must be responsible organizations possessing the demonstrated ability to perform successfully under the terms and conditions of a proposed grant award. Each Applicant may charge to the grant award only those costs that are consistent with the allowable cost provisions of the respective Notice of Grant Award (NOGA), including the guidelines issued by DOES and all applicable federal and District laws.

All Applicants must be current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. Applicants cannot be listed on any federal or local excluded parties' lists.

Applicants should include assurances that all WIOA regulations and data collection methods (federal, state and local) will be adhered to.

Evaluation Criteria

Proposals will be evaluated pursuant to minimum experience and requirement of proposal and will include a peer review process. This evaluation will include the quality and quantity of successful relevant experience as well as demonstrated level of capabilities. DOES may request further information from applicants before making a final decision.

Monitoring

Specific monitoring and progress report schedules will be established, agreed upon, and included in the NOGA. DOES staff is responsible for monitoring and evaluating the program, and may also make periodic scheduled and unscheduled visits to worksite locations.

During site visits, the Grantee is required to provide access to facilities, records, participants and staff, as deemed necessary by DOES for monitoring purposes. DOES monitoring may involve observation, interviews, and collection and review of reports, documents and data to determine the Grantee's level of compliance with federal and/or District requirements and to identify specifically whether the Grantee's operational, financial, and management systems and practices are adequate to account for grant funds in accordance with federal and/or District requirements.

Audits

The Grantee must maintain and provide documentation related to this program for three years after submission of the final payment. At any time before final payment and three years thereafter, DOES may have the Grantee's invoices, vouchers and statements of cost audited. Any payment may be reduced by amounts found by DOES not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that the District has made all payments to the Grantee and an overpayment is found, the Grantee shall reimburse the District for said overpayment within 30 days, after written notification.

The Grantee shall establish and maintain books, records, and documents (including electronic storage media) in accordance with Generally Accepted Accounting Principles and Practices, which sufficiently and properly reflect all revenues and expenditures of grant funds awarded by the District pursuant to this RFA.

The Grantee shall grant reasonable access to DOES, the D.C. Auditor, any applicable federal department, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers and records (including computer records or electronic storage media) of the Grantee that are directly pertinent to charges to the program, in order to conduct audits and examinations and to make excerpts, transcripts and photocopies. This right of access also includes timely and reasonable access to Grantees' personnel for the purpose of interviews and discussions related to such documents.

Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964, as amended, and the District of Columbia Human Rights Act of 1977, as amended, no person shall, on the grounds of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, and place of residence or business, be denied the benefits of or be subjected to discrimination under any program activity receiving government funds.

In accordance with DC Language Access Act, individuals shall be provided equal access and participation in public services, programs, and activities held in the District of Columbia if they cannot or have limited capacity to speak, read, or write English.

All funded entities, or contractors hired by the DOES to carry out services, programs, or activities directly to the public are required to: a) collect data regarding contact with Limited English Proficient (LEP) or Non-English Proficient (NEP) customers and report this data to DOES on a quarterly basis, b) provide oral interpretation services, c) translate vital documents, and d) train personnel on all compliance requirements outlined in District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.

Other Applicable Laws

The Grantee shall comply with all applicable District and federal statutes and regulations as may be amended from time to time. These statutes and regulations include:

- The Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq.
- Rehabilitation Act of 1973, 29 U.S.C. § 701 et seq.
- The Hatch Act, 5 U.S.C. § 7321 et seq.
- The Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
- The Clean Air Act (Subgrants over \$100,000) 42 USC § 7401 et seq.

- The Occupational Safety and Health Act of 1970, 29 U.S.C. § 651 et seq.
- The Hobbs Act (Anti-Corruption), 18 U.S.C. § 1951
- Equal Pay Act of 1963, 29 U.S.C. § 206(d)
- Age Discrimination Act of 1975, 42 U.S.C. § 6101 et seq.
- Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 et seq.
- Title IX of the Education Amendments of 1972, 20 U.S.C. § 1001 et seq.
- Immigration Reform and Control Act of 1986, 8 U.S.C. § 1101 et seq.
- Executive Order 12459 (Debarment, Suspension and Exclusion)
- Medical Leave Act of 1993, 5 U.S.C. § 6381 et seq.
- Lobbying Disclosure Act of 1995, 2 U.S.C. § 1601 et seq.
- Drug Free Workplace Act of 1988, 41 U.S.C. § 8102 et seq.)
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR § 34.20
- District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01 et seq.
- Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d et seq.
- District of Columbia Language Access Act of 2004, D.C. Official Code § 2-1931 et seq.
- Living Wage Act of 2006, D.C. Official Code § 2-220.01 et seq.
- Workforce Intermediary Establishment and Reform of First Source Amendment Act of 2011, D.C. Official Code 2-219.01 et seq.
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Section C: Application Format

Applicant Profile

Each application must include an Applicant Profile, which identifies the Applicant type of organization, program service area and the amount of funds requested.

Application Summary

Each application must include an Application Summary. This section of the application must summarize the major components of the application.

Program Narrative

The Applicant must provide a full description of how the program will be carried out by responding to the application requirements in Section D. The three (3) main components of the program narrative are:

- Organizational Profile
- Participant Profile
- Program Description

Past Performance

Applicant shall provide any prior awarded contract or grant, evaluations and/or data that would highlight the organization's past performance and capability of successfully completing the stated program requirements.

All applicants must submit no more than three past performance forms – using the provided template, “Attachment A”. If the applicant has received a contract/grant from the Department of Employment Services within the past three years, you must submit at least one “Attachment A” from DOES.

If your organization has not completed any outside contracts or grants for similar work or is unable to provide three completed “Attachment A” forms, the most points an applicant may receive in this category is 9 out of 15 available points.

Itemized Budget and Budget Narrative

All applicants must submit an itemized budget and a budget narrative for all funds requested. The budget narrative should serve as an independent document that clearly outlines all proposed expenditures for the grant. Budget narratives must detail how funds will be expended towards the program.

The budget section should also contain assurances that no funds received as a result of this grant will be used to supplant any formula funds dedicated towards the targeted population, administrative efforts, or other regularly occurring activities.

The itemized budget can include the following items:

- Personnel
- Fringe
- Equipment
- Materials & Supplies
- Contractual Services
- Other Direct Costs
- Indirect Costs

Please see Attachment A for definitions of budget items listed above.

Food for staff or participants enrolled in the program is not an allowable expense under this grant.

Section D: Program Narrative

Program Narrative

This section applies to each of the strategic categories and is where you clearly describe your proposed program in detail. Please ensure that you include each of the following:

Organization Profile

- State the mission of your organization.
- Describe the history of your organization (year founded and by whom) and its size (budget and staff). Describe the experience your organization and staff have to deliver the proposed program.
- Describe how your organization will meet the specific requirements/components outlined for the strategic category you are applying for.

Participant Profile

- Describe the number of participants your organization will serve under this grant.
- Describe how your programming is designed to provide quality service outlined within this RFA.
- Describe your experience working with the targeted population. Describe the anticipated challenges and the strategies to overcome them.

Program Description

- Identify and describe how your organization will deliver the desired service. (See Section A). Describe how your organization has historically provided programming or services.
- Describe how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program.

- Provide a description of proposed sites where program activities will be conducted. If additional sites will be used to conduct the program, please describe how these sites will be acquired and utilized.

Section E: Application Review and Scoring

Review Panel

A review panel will be composed of a minimum of three (3) individuals who have been selected for their unique experience and expertise in workforce and business development, data analysis, program and past performance evaluation, and social services planning and implementation. The review panel will review, score, and rank each application using the Technical Rating Scale in Table 1 against the established Scoring Criteria in Table 2.

Table 1: Technical Rating Scale

Technical Rating Scale		
Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements, (e.g., no demonstrated capacity); major deficiencies which are not correctable; Applicant did not address the factor
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable
3	Acceptable	Meets requirements; no deficiencies
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all, requirements; no deficiencies.

The technical rating is a weighting mechanism that will be applied to the point value for each scoring criterion to determine the Applicant's score for each criterion. The Applicant's total technical score will be determined by adding the Applicant's score in each scoring criterion. For example, if a scoring criterion has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, and the District evaluates the Applicant's response as "Good," then the score for that criterion is 4/5 of 40 or 32.

Scoring Criteria

The review panel will review all applications that pass an initial internal checklist of required application components. Responsive applications will be evaluated strictly in accordance with the requirements stated in this RFA.

Each reviewer will independently review and objectively score applications against the specific scoring criteria outlined in Table 2, based on a 100-point scale.

- Organization Profile 10 points
- Participant Profile 20 points
- Program Description 40 points

- Past Performance
- Budget and Budget Narrative

15 points

15 points

Table 2: Scoring Criteria

ITEM	SCORING CRITERIA	Pts.
1	Organization Profile	10
	<ul style="list-style-type: none"> • State the mission of your organization. • Describe the history of your organization (year founded and by whom) and its size (budget and staff). • Describe the experience your organization and staff must deliver the proposed program. • Describe how your organization will meet the specific requirements/components outlined in this grant opportunity. 	
2	Participant Profile	20
	<ul style="list-style-type: none"> • Describe the number of participants your organization will serve under this grant. • Describe how your programming is designed to provide quality service outlined within this RFA. • Describe your experience working with the targeted population. Describe the anticipated challenges and the strategies to overcome them. 	
3	Program Description	40
	<ul style="list-style-type: none"> • Identify and describe how your organization will deliver the desired service. (See Section A). Describe how your organization has historically provided programming or services. • Describe how your organization will meet the performance deliverables outlined in this RFA. What specific activities, strategies, and projects will participants be engaged in throughout the program? • Provide a description of proposed sites where program activities will be conducted. If additional sites will be used to conduct the program, please describe how these sites will be acquired and utilized. 	
4	Past Performance	15
	<ul style="list-style-type: none"> • The extent to which the applicant has provided prior performance data that highlights prior success in accomplishing the goals outlined in the RFA. • The extent to which the applicant has provided prior program evaluations (attachment A) and other reviews/documentation that highlight prior success in accomplishing the goals outlined in the RFA. 	
	Budget and Budget Narrative	
5	<ul style="list-style-type: none"> • The extent to which the applicant provides a clear explanation of how the budget amount is derived. • The extent to which the Applicant has allocated the funds to carry-out the proposal. 	15
TOTAL POINTS		100

Section F: Application Submission Information

How to Request an Application Package

- The application package is posted at: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse> and <https://does.dc.gov/page/grant-opportunities>
- If the application package cannot be accessed at the above websites, then Applicants may request the application via email: OGAGrants@dc.gov.

Application Preparation

DOES shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the Applicant's sole responsibility.

Submission Date and Time

In order to be considered for funding, complete applications must be received electronically via Grants Management System – <https://jlweb.co/prod1/portal/portal.jsp?c=66176630&p=66183389&g=66183409>

Proposals submitted after 5:00 pm on February 14, 2020 will not be considered.

Section G: Award Administration Information

Award Notices

Each applicant, whether successful or unsuccessful, will receive notification of the final decision on the application. Letters of notification or any other correspondence addressing selection for award do not provide authorization to begin the program.

Applicants that are selected for funding may be required to respond in a satisfactory manner to conditions that may be placed on the application before funding can proceed. DOES may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the application that may result from negotiations.

The NOGA sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, and the total program period for which support is awarded. The NOGA shall be signed by the DOES Director or designee. The NOGA will be sent to the Applicant's contact that is authorized to sign the NOGA and reflects the only authorizing document. The NOGA will be sent prior to the start date and a meeting between the Grantee and DOES will occur shortly after the NOGA is fully executed. All awardees will be held to a minimum level of effort to effectively execute the grant and meet the designated goals and deliverables outlined in this RFA. More specifics on the "minimum level of effort" will be specified in the NOGA.

Appeal

Non-Responsiveness Determination

In order to ensure a fair and equitable appeals process, all responsiveness determination appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to doesappeals@dc.gov with the subject heading "Appeal of Grant Responsiveness Determination". Appeals of the responsiveness determination must be received by the General Counsel within two business days of the responsiveness determination notice.

If an applicant communicates with program staff regarding an appeal of the responsiveness determination, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the responsiveness determination. The appeal process will consider the submitted application and the responsiveness determination. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

Grant Award Selection

In order to ensure a fair and equitable appeals process, all grant award selection appeals will be reviewed and decided **solely** by the DOES General Counsel. Appeals must be in writing and addressed to: DOES General Counsel, 4058 Minnesota Avenue NE, Suite #5800, Washington DC 20019. Appeals may also be submitted via email to doesappeals@dc.gov with the subject heading “Appeal of Grant Award Selection”. Appeals of the grant award selection must be received by the General Counsel within two business days of the award selection notice.

If an applicant communicates with program staff regarding an appeal of the grant award selection, the appeal may be dismissed with prejudice, and the applicant may be precluded from consideration for future grant opportunities.

Appeals must contain the basis for the appeal request and identify any factors that oppose the grant award selection. The appeal process will consider the submitted application and the Grantees selected. Additional information not included within the original submitted application will not be considered during the appeal process, unless specifically requested by the DOES General Counsel. The DOES General Counsel may coordinate a meeting to address the appeal. The General Counsel will issue a written appeal decision. The decision of the General Counsel may only be overturned by the DOES Director.

Grantee Program Compliance

Prior to the start of the program, Grantees must successfully complete the following:

- DOES Pre-Orientation Meeting
- DOES Pre-Site Monitoring Visit

Grantee Reporting and Deliverables

Reporting

- Weekly Timesheets and Attendance Reports
- Monthly program status report – due the 5th of each month
- Monthly Expenditure report – due the 10th of each month
- Quarterly language Access Report
- Final Program Report – due no later 30 days after the grant period ends

Deliverables

In addition to the milestones and outcomes, the Grantee must provide deliverables. Please see list of deliverables below:

Deliverables	Method of Delivery	Due Date
Pre Assessment (Measurable Skills Gain	Via email	As Achieved
Post Assessment (Measurable skills gain	Via email	As Achieved
Certification attainment	Via email	As Achieved
Job Placement & Employment Verification Form	Via email	As Achieved

Program Launch

Before Grantee can begin programming they must receive official documentation from the Office of Grants Administration and Resource Allocation and the Office of Youth Programs.

Grantee Payment

The total amount of the grant award shall not exceed the amount specified within the NOGA. There are three (3) payment categories listed below each representing a specific percentage of the total grant amount:

Payment 1: Base Payment: (25%)

The base payment is contingent on successful completion of the following:

- Orientation
- Pre-Program Site Visit
- Mandatory Pre-Program Trainings

Payment 2: (50%)

This payment will be issued out on a monthly cost reimbursement basis until the end of the grant period. Each month's payout will be determined by the eligible expenses and supporting documentation provided by the grantee, and submission of all required reports. Actual monthly amount will be outlined in the NOGA.

Payment 3: (25%)

This payment will be issued out on a per participant basis as documented by submission of an original copy of the earned credential in the indicated industry. The per-participant cost will be outlined in the NOGA.

If the Grantee does not comply with the NOGA, applicable federal and District laws and regulations, then the NOGA may be terminated or the award amount reduced for under performance or non-performance at the discretion of the Grant Monitor and/or Grants Officer.

Anti-Deficiency Considerations

The Grantee must acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46, as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

Section H: Contacts

Vanessa Black & Demetrius Saunders

OGAGrants@dc.gov

Section I: List of Attachments

LIST OF FORMS TO BE INCLUDED WITH SUBMISSION:

- Statement of Certification (DOES Will Provide)
- Non-Disclosure Agreement (DOES Will Provide)
- Master Supplier Form Package (DOES Will Provide)
- OSSE Certification (**Credential Training Only**)
- List of Partners and Affiliations
- List of Other Funding Sources
- Staffing Plan
- Organizational Chart
- Current Business License
- IRS W-9
- Proof Occupancy
- Insurance Certificate
- Resumes of Key Personnel